|  |
| --- |
| **APPLICATION FOR:**   1. **SECOND ROUND INCENTIVE FOR REINVESTMENT BY A CONTRACT RESEARCH AND DEVELOPMENT COMPANY**   **AND/OR RESEARCH AND DEVELOPMENT COMPANY, AND/OR**   1. **EXPATRIATE POSTS** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (I) | Type of application [Please tick (✓) where relevant]: | | |  |
|  |  | (a) | Contract Research and Development Company |  |
|  |  |  | (i) Pioneer Status |  |
|  |  |  | (ii) Investment Tax Allowance 100% |  |
|  |  | or | |  |
|  |  | (b) | Research and Development Company |  |
|  |  |  | Investment Tax Allowance 100% |  |
|  |  |  |  |  |
|  |  | (c) | Expatriate Post |  |
|  |  | | | |

**A. PARTICULARS OF COMPANY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. | (a) Name of company: | | | | |
|  |  |  | | |  |
|  |  |  | | | |
|  |  | Date of incorporation: |  | Company registration no.: | |
|  |  |  |  |
|  |  |  | | | |
|  |  | Income tax reference no.: |  | Income tax branch office: | |
|  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | (b) Correspondence address: | | | | | | | |
|  |  |  | | | | | |  |
|  |  |  | | | | | |  |
|  |  |  | | | | | |  |
|  |  | Contact person: | | | | Designation: | |  |
|  |  |  | | |  |  | |  |
|  |  | | | |  | | | |
|  | Telephone no.: | |  | | Fax no.: | |  |
|  |  |  | |  | |  | |  |
|  |  | | | | | | | |
|  |  | E-mail: | |  | | | Website: |  |
|  |  |  | |  | | |  |  |
|  | (c) Address of registered office: | | | | | | | |
|  |  |  | | | | | |  |
|  |  |  | | | | | |  |
|  |  |  | | | | | |  |
|  |  | Telephone no.: |  | | | Fax no.: | |  |
|  |  |  |  | | |  | |  |
|  |  |  |  | | |  | |  |
|  |  | E-mail: |  | | |  | |  |
|  |  |  |  | | |  | |  |
|  |  | | | | | | | |
| 2. | (i) Address of Existing Operating Premise: | | | | | | | |
|  |  |  | | | | | |  |
|  |  |  | | | | | |  |
|  |  |  | | | | | |  |
|  | (ii) Address of Proposed New Operating Premise for Additional Project: | | | | | | | |
|  |  |  | | | | | |  |
|  |  |  | | | | | |  |
|  |  |  | | | | | |  |
|  |  | | | | | | | | |
| 3. | Particulars of incentives approved, if any | | | | | | | | |
|  | Please provide a copy each of the Incentive Letter and/or letter on effective date of Investment Tax Allowance granted to the company. | | | | | | | | |
|  |  | | | | | | | | |
| 4. | Incentives approved by other government agencies (if any): | | | | | | | | |
|  |  | | | | | | | | |
|  |  | | | | | | | | |
|  |  | | | | | | | | |

|  |  |
| --- | --- |
| 5. | Particulars of Board of Directors\* |

|  |  |  |
| --- | --- | --- |
| Name and residential address | Nationality | % shares held in the company |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Note:

\* If the space provided is insufficient, please provide the information on a separate sheet of paper

1. **PROJECT COST**\*

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | | | | | Existing |  | Additional |  | **Total** |
|  |  | | | | | | RM |  | RM |  | **RM** |
| 1. | Fixed assets\*\* | | | | | |  |  |  |  |  |
|  |  |  | | | | |  |  |  |  |  |
|  |  | (i) | Land  (Specify area in hectares) | | | |  |  |  |  |  |
|  |  |  |  | |  | |  |  |  |  |  |
|  |  |  | | | | |  |  |  |  |  |
|  |  | (ii) | | Infrastructure development such as clearing and preparation of land, irrigation/ drainage system, access road, bridge, pond and other structures | |  |  |  |  |  |  |
|  |  |  | | | | |  |  |  |  |  |
|  |  | (iii) | Factory/farm building  (Specify built-up area in m2) | | | |  |  |  |  |  |
|  |  |  |  | |  | |  |  |  |  |  |
|  |  |  | | | | |  |  |  |  |  |
|  |  | (iv) | Plant and machinery | | | |  |  |  |  |  |
|  |  |  | | | | |  |  |  |  |  |
|  |  | (v) | Other equipment | | | |  |  |  |  |  |
|  |  | **Total fixed assets** | | |  | |  |  |  |  |  |
|  |  |  | | | | |  |  |  |  |  |
| 2. | Pre-operational expenditure | | | | | |  |  |  |  |  |
| 3. | Working capital | | | | | |  |  |  |  |  |
|  | Total project cost | | | | |  |  |  |  |  |  |
|  |  |  | | | | |  |  |  |  |  |
| \*\* If assets are rented/leased, please indicate the annual cost of rental/lease below: | | | | | | |  |  |  |  |  |
|  |  | (i) | | Land (Specify area in hectares) | | |  |  |  |  |  |
|  |  |  | |  |  | |  |  |  |  |  |
|  |  |  | |  | | |  |  |  |  |  |
|  |  | (ii) | | Factory/farm building (Specify built-up area in m2) | | |  |  |  |  |  |
|  |  |  | |  |  | |  |  |  |  |  |
|  |  |  | |  | | |  |  |  |  |  |
|  |  | (iii) | | Plant and machinery | | |  |  |  |  |  |
|  |  | (iv) | | Other equipment | | |  |  |  |  |  |
|  |  | | | | | |  |  |  |  |  |
|  | Total rental/lease | | | |  | |  |  |  |  |  |

Note:

\* If there is more than one factory location, please provide the same information on a separate sheet of paper

**C. FINANCING**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | |  | | | | | Existing |  | Additional |  | **Total** |  | % |
|  | | |  | | | | | RM |  | RM |  | **RM** |  |  |
| 1. | Authorised capital | | | | | | |  |  |  |  |  |  |  |
| 2. | Shareholders’ funds | | | | | | |  |  |  |  |  |  |  |
|  | (a) | Paid-up capital | | | | | |  |  |  |  |  |  |  |
|  |  | (i) | | Malaysian individuals | | | |  |  |  |  |  |  |  |
|  |  |  | | Bumiputera | | | |  |  |  |  |  |  |  |
|  |  |  | |  | | | |  |  |  |  |  |  |  |
|  |  |  | | Non-Bumiputera | | | |  |  |  |  |  |  |  |
|  |  | (ii) | | Companies incorporated in Malaysia\* | | | |  |  |  |  |  |  |  |
|  |  |  | |  |  | | |  |  |  |  |  |  |  |
|  |  |  | |  | | | |  |  |  |  |  |  |  |
|  |  |  | |  |  | | |  |  |  |  |  |  |  |
|  |  |  | |  | | | |  |  |  |  |  |  |  |
|  |  | (iii) | | Foreign nationals/ companies  (Specify name and nationality/ country of origin) | | | |  |  |  |  |  |  |  |
|  |  |  | |  |  | | |  |  |  |  |  |  |  |
|  |  |  | |  |  | | |  |  |  |  |  |  |  |
|  |  |  | |  |  | | |  |  |  |  |  |  |  |
|  | | | | | | | |  |  |  |  |  |  |  |
| **Total of (i), (ii) and (iii)** | | | | | |  | |  |  |  |  |  |  | **100%** |
|  | | | | | | | |  |  |  |  |  |  |  |
|  | (b)) | Reserves (excluding capital appreciation) | | | | | |  |  |  |  |  |  | |
|  |  | | | | | | |  |  |  |  |  |  | |
|  | **Total of (a) and (b)** | | | | | |  |  |  |  |  |  |  | |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| \* For 2(a)(ii), please provide equity structure as follows: | | | | | | | | | | | |
| Name of company: |  | | | |  | Name of company: | |  | | |  |
|  | | | | |  |  | | | | |  |
|  | | | | % |  |  | | | | % |  |
| Bumiputera | | | |  |  | Bumiputera | | | |  |  |
|  | | | |  |  |  | | | |  |  |
| Non-Bumiputera | | | |  |  | Non-Bumiputera | | | |  |  |
|  | | | |  |  |  | | | |  |  |
| Foreign nationals/companies  (Specify name and  nationality /country of origin) | | |  |  |  | Foreign nationals/companies  (Specify name and nationality/country of origin) | | |  |  |  |
|  |  |
|  | |  |  |  |  |  |  | |  |  |  |
| **Total** | | |  | **100%** |  | **Total** | | |  | **100%** |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | | | | | Existing |  | Additional |  | **Total** |  |
|  |  | | | | | | RM |  | RM |  | **RM** |  |
| 3. | Loan: | | | | | |  |  |  |  |  |  |
|  |  | Domestic | | | | |  |  |  |  |  |  |
|  |  |  | | | | |  |  |  |  |  |  |
|  |  | Foreign | | | | |  |  |  |  |  |  |
| (Specify country of origin) | | | | |  |  |  |  |
|  |  |  | |  | | |  |  |  |  |  |  |
|  |  |  | | | | |  |  |  |  |  |  |
|  |  | **Total** | | | |  |  |  |  |  |  |  |
|  |  |  | | | | |  |  |  |  |  |  |
| 4. | Other sources (Please specify) | | | | | |  |  |  |  |  |  |
|  |  | | | |  | |  |  |  |  |  |  |
|  |  | | | |  | |  |  |  |  |  |  |
|  |  | | | |  | |  |  |  |  |  |  |
|  |  | |  | | | |  |  |  |  |  |  |
|  | **Total** | | | | |  |  |  |  |  |  |  |
|  |  | | | | | |  |  |  |  |  |  |
|  | **Total of 2, 3 and 4** | | | | |  |  |  |  |  |  |  |
|  |  | | | | | |  |  |  |  |  |  |
| 5. | State the name of any other company in Malaysia manufacturing the same/similar products in which the applicant company or any shareholder of the applicant company has equity participation. | | | | | | | | | | | |

|  |  |  |
| --- | --- | --- |
|  | Company registration no. | Name of company |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| 6. | Please attach a copy of the latest audited accounts. | |

**D. MACHINERY AND EQUIPMENT FOR R&D ACTIVITIES**

|  |  |  |
| --- | --- | --- |
| Machinery and equipment | Function | Estimated cost  (RM) |
| Existing |  |  |
| Additional |  |  |

**E. MANPOWER\***

Please fill in where relevant

Please note that the information is required to enable the government to undertake the appropriate manpower planning to meet the specific manpower needs of companies proposing to establish projects in Malaysia.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Category | | | | | | Full-time employment | | | | | | | | | | | | | |
| Existing | | | | | | | Additional | | | | | | |
| Malaysian | | | Foreign national | | | Total | Malaysian | | | Foreign national | | | Total |
| Degree | Diploma/ Certificate | Others | Degree | Diploma/ Certificate | Others | Degree | Diploma/ Certificate | Others | Degree | Diploma/ Certificate | Others |
| 1. | Managerial staff with | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (a) | Technical qualifications | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | (i) | Electrical & Electronics Engineering | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | (ii) | Mechanical Engineering | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | (iii) | Chemical Engineering | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | (iv) | Others (Please specify): | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | |  |
|  |  |  | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (b) | Science qualifications | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | (i) | Chemistry | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | (ii) | Physics | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | (iii) | Biotechnology / Microbiology | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | (iv) | Pharmacy | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | (v) | Computer Science | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | (vi) | Others (Please specify): | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | |  |
|  |  |  |  | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (c) | Other qualifications / experience | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | (e.g. economics, marketing, finance & accounting. Please specify): | | | |
|  |  |  | | |  |
|  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Note:

\* If there is more than one farm/factory location, provide the same information on a separate sheet of paper

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Category | | | | | Full-time employment | | | | | | | | | | | | | |
| Existing | | | | | | | Additional | | | | | | |
| Malaysian | | | Foreign national | | | Total | Malaysian | | | Foreign national | | | Total |
| Degree | Diploma/ Certificate | Others | Degree | Diploma/ Certificate | Others | Degree | Diploma/ Certificate | Others | Degree | Diploma/ Certificate | Others |
| 2. | Research and development staff with | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (a) | Technical qualifications | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | (i) | Electrical & Electronics Engineering | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | (ii) | Mechanical Engineering | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | (iii) | Chemical Engineering | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | (iv) | Others (Please specify): | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (b) | Science qualifications | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | (i) | Chemistry | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | (ii) | Physics | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | (iii) | Biotechnology / Microbiology | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | (iv) | Pharmacy | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | (v) | Computer Science | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | (vi) | Others (Please specify): | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (c) | Other qualifications / experience  (Please specify) | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | |  |
|  |  |  | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3. | Technical and supervisory staff with | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (a) | Technical qualifications | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | (i) | Electrical & Electronics Engineering | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | (ii) | Mechanical Engineering | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | (iii) | Chemical Engineering | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | (iv) | Others (Please specify): | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Category | | | | | | | Full-time employment | | | | | | | | | | | | | |
| Existing | | | | | | | Additional | | | | | | |
| Malaysian | | | Foreign national | | | Total | Malaysian | | | Foreign national | | | Total |
| Degree | Diploma/ Certificate | Others | Degree | Diploma/ Certificate | Others | Degree | Diploma/ Certificate | Others | Degree | Diploma/ Certificate | Others |
|  | (b) | Science qualifications | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | (i) | Chemistry | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | (ii) | Physics | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | (iii) | Biotechnology / Microbiology | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | (iv) | Pharmacy | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | (v) | Computer Science | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | (vi) | Others (Please specify): | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | |  | |
|  |  |  |  | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (c) | Other qualifications / experience | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Craft skills | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 1. Plant maintenance mechanic | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 1. Tool & die maker | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 1. Machinist | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 1. IT personnel (Including CAD/CAM designer & DCS operator) | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 1. Quality Controller | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 1. Electrician | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 1. Chargeman | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 1. Welder | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 1. Other special skills related to the sector   (Please specify): | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | a) |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | b) |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | c) |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | d) |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | e) |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | f) |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | g) |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | | |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Category | | | Full-time employment | | | | | | | | | | | | | |
| Existing | | | | | | | Additional | | | | | | |
| Malaysian | | | Foreign national | | | Total | Malaysian | | | Foreign national | | | Total |
| Degree | Diploma/ Certificate | Others | Degree | Diploma/ Certificate | Others | Degree | Diploma/ Certificate | Others | Degree | Diploma/ Certificate | Others |
| 4. | (a) | Sales and clerical |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (b) | Other general workers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5. | Machine operators and assemblers\*\* | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6. | Farm workers\*\*\* | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total** | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| Note: |  |
| \*\* | Machine operators and assemblers are those involved in the production/assembly line who receive mainly on the job training for a period between 3 to 6 months,e.g. production operators |
| \*\*\* | Farm workers are those involved as agricultural farmhands and labourers who perform a variety of simple farming tasks |

**Existing**

\_\_\_\_\_\_

\_\_\_\_\_\_

\_\_\_\_\_\_ %

\_\_\_\_\_\_

**:**

3. In addition to the full-time employees as mentioned in the above tables, please provide the number of workers which are outsourced (not under the company’s payroll)

3. If the company plans to **outsource** its production/ activities :

1. what is the estimated percentage from the total production/activities ……… %
2. the percentage of outsourced staff from company’s total employees ……… %

\_\_\_\_\_\_

**:**

2. Number of Staff with Post Graduate (ie. Masters/PhD etc) qualifications

**:**

1. Percentage of science and technical staff having degrees or diplomas with a minimum of 5 years experience (of the total workforce)

**Additional**

\_\_\_\_\_\_ %

1. **EMPLOYMENT BY INCOME**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| CategoryCategory Category Category | | | Number of Persons Employed by Average Monthly Salary\* (RM) | | | | | | | | | | | | | | | |
| Existing | | | | | | | | Additional | | | | | | | |
| <3,000 | | 3,000-<5,000 | | 5,000-<10,000 | | 10,000 and above | | <3,000 | | 3,000-<5,000 | | 5,000-<10,000 | | 10,000 and above | |
| Malaysian | Foreign National | Malaysian | Foreign National | Malaysian | Foreign National | Malaysian | Foreign National | Malaysian | Foreign National | Malaysian | Foreign National | Malaysian | Foreign National | Malaysian | Foreign National |
| 1. | Managerial and Professional | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. | Technical and supervisory staff with | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (a) | Engineering/Technical qualifications |  |  |  |  |  |  |  |  |
|  | (b) | Science qualifications |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (c) | Other qualifications / experience  Craft skills such as plant maintenance mechanic, tool & die maker, machinist, IT personnel (including CAD/CAM designer & DCS operator), Quality Controller, Electrician, Chargeman, Welder) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| CategoryCategory Category Category | Number of Persons Employed by Average Monthly Salary\* (RM) | | | | | | | | | | | | | | | |
| Existing | | | | | | | | Additional | | | | | | | |
| <3,000 | | 3,000-<5,000 | | 5,000-<10,000 | | 10,000 and above | | <3,000 | | 3,000-<5,000 | | 5,000-<10,000 | | 10,000 and above | |
| Malaysian | Foreign National | Malaysian | Foreign National | Malaysian | Foreign National | Malaysian | Foreign National | Malaysian | Foreign National | Malaysian | Foreign National | Malaysian | Foreign National | Malaysian | Foreign National |
| 3. (a) Sales and clerical |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| (b) Other general workers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4. Machine operators and assemblers\*\* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Note:

\* include wages, salaries, bonuses, social insurance contribution and all employee benefits.

If there is more than one factory location, please provide the same information on a separate sheet of paper.

|  |  |
| --- | --- |
|  |  |
| \*\* | Machine operators and assemblers are those involved in the production/assembly line who receive mainly on-the-job training for a period between 3 to 6 months,e.g. production operators. |

**G. PARTICULARS OF RESEARCH PROJECTS/ACTIVITIES**

**I.** **Existing**

|  |  |
| --- | --- |
| 1. | Please specify the produce/products for each project/activity are currently being undertaken: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Produce/products | Title | Objective | Research duration | Methodology | |
| Schedule | Method and technique |
|  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| 2. | Testing/investigation are currently being undertaken: | |
|  | Testing/investigation to be carried out | Equipment/tools used |
|  |  |
|  |  |

**II.** **Additional**

|  |  |
| --- | --- |
| 1. | Please specify the produce/products for each project/activity will be undertaken: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Produce/products | Title | Objective | Research duration | Methodology | |
| Schedule | Method and technique |
|  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| 2. | Testing/investigation will be undertaken: | |
|  | Testing/investigation to be carried out | Equipment/tools used |
|  |  |
|  |  |

**H. INCOME**

|  |  |
| --- | --- |
| 1. | Please provide actual/estimated income derived/to be derived from R&D activities and other activities during the first 3 years of operation. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Year | Income derived from R&D activities  (RM) | % | Other sources of income\*  (RM) | % | Total income  (RM) |
|  |  |  |  |  |  |
|  |

|  |  |  |
| --- | --- | --- |
| \* | Please specify the activities: | |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  | |

1. **ESTIMATED LABOUR COST AND EARNINGS**
2. ESTIMATED LABOUR COST - Salaries and Wages\*

|  |  |  |  |
| --- | --- | --- | --- |
| Year in Operation | Year 1 | Year 2 | Year 3 |
| Salaries and Wages (RM) |  |  |  |

Note:

\*Include wages, salaries, bonuses, social insurance contribution and all employee benefits

1. ESTIMATED EARNINGS

|  |  |  |  |
| --- | --- | --- | --- |
| Year in Operation | Year 1 | Year 2 | Year 3 |
| (a) Estimated Earnings before Interest, Tax, Depreciation & Amortization (EBITDA) (RM) |  |  |  |
| (b) Estimated Net Income After Tax (RM) |  |  |  |
| * Held in Malaysia as reserves (%) |  |  |  |
| * Remitted out of Malaysia (%) |  |  |  |
| * Reinvested in Malaysia (%) |  |  |  |

**J. IMPACT PROJECT ASSESSMENT**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **A. INFORMATION ON COMPANY BASIS – for the whole operation** | | | | | | | |
| 1. **Holding / Parent Company** | | | | | | | |
| Company Name | Country of Origin | | Activity | | Ranking | | Market Share |
|  |  | |  | | *Fortune 500 / Forbes Global 2000 / Malaysia 100* | | *Top 5 in Global / Asia Pacific / ASEAN / Malaysia* |
| 1. **Applicant Company** | | | | | | | |
| 1. Financial performance for the last 3 years (for existing company applying for grant only): | | | | | | | |
|  | | Year 1 (RM) | | Year 2 (RM) | | Year 3 (RM) | |
| Revenue | |  | |  | |  | |
| Cost of sales | |  | |  | |  | |
| Gross profit | |  | |  | |  | |
| Administrative expenditure and other operational expenditure | |  | |  | |  | |
| Profit (Loss) before tax | |  | |  | |  | |
| Tax | |  | |  | |  | |
| Net profit (loss) | |  | |  | |  | |
| Reserve | |  | |  | |  | |
| 1. Labour productivity at enterprise level   ***Year 1*** *refers to:*   1. *New company – first year of the company starts the operation of its new project* 2. *Existing company – first year of the company start the operation of its expansion/diversification project*   ***EBITDA****: Earning Before Interest + Tax + Depreciation + Amortization*  ***Labour Cost****: Wages and salaries (including commisions, bonuses and benefits), remuneration and EPF/SOCSO paid by employers*  ***Employment****: All categories of employees, including working directors/propreitors/partners, unpaid family workers and part-time workers* | | | | | | | |
|  | Existing (latest financial year) | | Year 1 | | Year 2 | | Year 3 |
| EBITDA (RM) |  | |  | |  | |  |
| Labour Cost (RM) |  | |  | |  | |  |
| No. of Employment |  | |  | |  | |  |
| Labour Productivity (RM/worker) |  | |  | |  | |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **B. INFORMATION ON PROJECT BASIS – for the proposed project only** | | | | | | | | | | | | | | |
| 1. **Estimated Revenue / Profit Before Tax**   *\*Year 1 refers to the first assessment year where the company starts its commercial operation*  *\*\*Revenue received by the applicant for services rendered to non-residents in the country and/or abroad* | | | | | | | | | | | | | | |
|  | | Year 1\* | | Year 2 | | | | Year 3 | | | | Year 4 | | Year 5 |
| Revenue (RM) | |  | |  | | | |  | | | |  | |  |
| * Percentage of Export\*\* | |  | |  | | | |  | | | |  | |  |
| * Export destination (country) | |  | |  | | | |  | | | |  | |  |
| Profit Before Tax (RM) | |  | |  | | | |  | | | |  | |  |
| 1. **Capital Expenditure (CAPEX)**   *\*Value must be same as in the application form (fixed assets excluding land and building)*  *\*\*Local purchase – machinery & equipment are manufactured in Malaysia* | | | | | | | | | | | | | | |
| Machinery & equipment, furniture & fittings and other fixed assets  (including warehouse and transportation equipment, medical devices, ICT equipment/Industry 4.0 - hardware and software, and other equipment used directly in the project) | | | | | Value\* (RM) | | | | | Percentage of local purchase\*\* (%) | | | | |
|  | | | | |  | | | | |
| Please indicate if the company invests in automation/digitalisation/Industry 4.0: | | | | | | | | | | | | | | |
|  | | | | | Value (RM) | | | | | | Source of Technology (Malaysia or other countries) | | | |
| Automation – machinery & equipment (technology by which a process or procedure is performed with minimal human assistance) | | | | |  | | | | | |  | | | |
| Digitalisation - information technology equipment (computers and related hardware); communications equipment; and software (includes acquisition of pre-packaged software, customised software and software developed in-house) | | | | |  | | | | | |  | | | |
| Industry 4.0 - big data analytics, autonomous robots, simulation, industrial internet of things, cyber security, horizontal and vertical system integration, cloud computing, additive manufacturing, augmented reality, artificial intelligence | | | | |  | | | | | |  | | | |
| 1. **Pre-operational Expenditure (Pre-OPEX)**   *\*Pre-operational refers to expenditures incurred prior to the commencement of operations. The value must be same as in the application form*  *\*\*Local spending – Payment made by company (applicant) for utilising services provided by resident companies and bodies of persons.* | | | | | | | | | | | | | | |
| Pre-operational Expenditure\* (*Examples: feasibility study, market research or survey)* | | | | | | Value\* (RM) | | | | Percentage of local spending\*\* (%) | | | | |
|  | | | |  | | | | |
| 1. **Operational Expenditure (OPEX)**   *Note:*   1. *Local spending – Payment made by company (applicant) for utilising services provided by resident companies and bodies of persons (including salary & wage paid to local employees)* 2. *Local Supplier – Sole proprietorship, partnership and locally incorporated company or by foreign company registered under the Companies Act 1965/Companies Act 2016 that supply services to their clients* 3. *Operating expenditure* ***represent daily expenses*** *to run a business and not directly associated with production. The expenditure* ***exclude*** *the cost of production or cost of goods sold such as direct labour, direct materials, rent of production facilities, depreciation of production equipment and facilities, maintenance and repair of production equipment and facilities, utility cost for production facilities, interest expenses etc.* | | | | | | | | | | | | | | |
| Type | | Year 1 | | Year 2 | | | | Year 3 | | | | Year 4 | | Year 5 |
| Transportation services | |  | |  | | | |  | | | |  | |  |
| Banking services | |  | |  | | | |  | | | |  | |  |
| Insurance services | |  | |  | | | |  | | | |  | |  |
| Legal services | |  | |  | | | |  | | | |  | |  |
| Information & Communication Technology (ICT) services | |  | |  | | | |  | | | |  | |  |
| Salary and wages | |  | |  | | | |  | | | |  | |  |
| Others (such as rental, utilities, sales & marketing other professional services)  Please specify:  (i)  (ii)  (iii) | |  | |  | | | |  | | | |  | |  |
| Total | |  | |  | | | |  | | | |  | |  |
| Percentage of local spending (%) | |  | |  | | | |  | | | |  | |  |
| 1. **Productivity Related Expenses**   *Note: this expenses is not included in OPEX*  *\*Note:*   * *Automation – technology by which a process or procedure is performed with minimal human assistance* * *Digitalisation – information technology equipment (computers and related hardware); communications equipment; and software (includes acquisition of pre-packaged software, customised software and software developed in-house)* * *Industry 4.0 – big data analytics, autonomous robots, simulation, industrial internet of things, cyber security, horizontal and vertical system integration, cloud computing, additive manufacturing, augmented reality, artificial intelligence* * *Intellectual Property (IP) refers to patents, trademarks, copyrights, industrial processes and designs, trade secrets, and franchises* * *Research and development (R&D) means any systematic or intensive study carried out in the field of science or technology with the object of using the results of the study for the production or improvement of materials, devices, products, produce or processes.* | | | | | | | | | | | | | | |
| Type | | Year 1 | | Year 2 | | | | Year 3 | | | | Year 4 | | Year 5 |
| Automation/Digitalisation/ Adoption of Industry 4.0 (non-CAPEX) | |  | |  | | | |  | | | |  | |  |
| Intellectual Property (IP):   * Charges for the use of IP * Cost of registration and filing of IP | |  | |  | | | |  | | | |  | |  |
| Research and development activities | |  | |  | | | |  | | | |  | |  |
| Training of employees | |  | |  | | | |  | | | |  | |  |
| 1. **Productivity Related Activities** | | | | | | | | | | | | | | |
| 1. Automation/Digitalisation/Adoption of Industry 4.0: | | | | | | | | | | | | | | |
|  | | | Name of Machinery/Equipment/ Hardware/Software | | | | | | | | Function | | | |
| Automation | | |  | | | | | | | |  | | | |
| Digitalisation | | |  | | | | | | | |  | | | |
| Adoption of Industry 4.0 | | |  | | | | | | | |  | | | |
| 1. Intellectual Property (IP): | | | | | | | | | | | | | | |
| 1. Using of IP | | | | | | | | | | | | | | |
| Type of IP | | | Owner of IP | | | | | | | | Country | | | |
|  | | |  | | | | | | | |  | | | |
| 1. Registration and filing of IP | | | | | | | | | | | | | | |
| Type of IP | Developed | | | | | | Filed | | | | | | Registered | |
|  | Yes / No  *If ‘Yes” – name of country* | | | | | | Yes / No  *If ‘Yes” – name of country* | | | | | | Yes / No  *If ‘Yes” – name of country* | |
| 1. Generation of IP income | | | | | | | | | | | | | | |
| Type of IP | | | | | | | Annual Income (RM) | | | | | | | |
|  | | | | | | |  | | | | | | | |
| 1. Research & Development Activities | | | | | | | | | | | | | | |
| Name of R&D activities | In-house  *(No. of R&D staff)* | | | | | | Outsourcing to local incorporated companies  *(Name of companies)* | | | | | | Collaboration with local universities/research institutes  *(name of local universities/research institutes)* | |
|  |  | | | | | |  | | | | | |  | |
| 1. Training of employees | | | | | | | | | | | | | | |
| Type of Training | No. of Malaysian Employee | | | | | | In-house / external / overseas training | | | | | | Collaboration with local universities/training institutes  *(name of local universities/training institutes)* | |
|  |  | | | | | |  | | | | | |  | |
| 1. **Other Social & Environmental Measures** | | | | | | | | | | | | | | |
|  | | | | | Yes / No | | | | Details | | | | | |
| Industry-Academia Collaboration (other than R&D and training) | | | | |  | | | | *Type of collaboration and no. of collaboration per year* | | | | | |
| Structured Internship Programme for local students | | | | |  | | | | *No. of students per year and qualification* | | | | | |
| Apprenticeship Programme for local student | | | | |  | | | | *No. of students per year and qualification* | | | | | |
| Corporate Social Responsibility (such as scholarship, sponsorship, infrastructure development, contribution, etc) | | | | |  | | | | *Type of CSR and no. of CSR per year* | | | | | |
| Implement energy saving through energy efficiency or renewable energy or green building | | | | |  | | | | *Type of energy saving and amount of saving per year* | | | | | |
| Undertake recycling activity | | | | |  | | | | *Type of recycling activity* | | | | | |
| Utilisation of recycled materials | | | | |  | | | | *Type of materials and source (Malaysia or other countries)* | | | | | |
| Environment pollution (air, water, etc) | | | | |  | | | | *If produce pollution, type of pollution control equipment installed* | | | | | |

**K. DETAILS OF EXPATRIATE POSTS**

Please complete this section if the applicant is applying for expatriate posts. Please exclude the expatriate posts that have been directly applied for to the Immigration Department or any other department.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | | New/additional posts applied for | | |  | | | |
| Designation\* | | Type of post  (key/term post) | | | Number | Duration  (years) | Proposed minimum  salary (RM) |
|  | |  | | |  |  |  |
|  | |  | | |  |  |  |
|  | |  | | |  |  |  |
|  | |  | | |  |  |  |
|  | |  | | |  |  |  |
|  | |  | | |  |  |  |
|  | |  | | |  |  |  |
|  | |  | | |  |  |  |
| Note:  \* Please list according to priority | | |  | | | | |

|  |  |  |
| --- | --- | --- |
|  | For each expatriate post applied for, please submit the following details: | |
|  |  | Job function |
|  |  | Minimum academic/professional qualification required |
|  |  | Minimum period of experience required |
|  |  | Justification for request |
|  |  | Proposed training scheme for Malaysian personnel to fill the relevant posts |
|  |  |  |
| 2. | Existing/approved posts (if any) | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Designation | Name and nationality | Duration  approved | Date post filled | Expiry date | Basic  salary paid (RM) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
|  | For each existing/approved expatriate post, please submit the following details: | |
|  |  | Name of Malaysian who has taken over/will take over the post |
|  |  | If the post has not been/will not be Malaysianised, state reasons and the company’s plan on the post. |
|  |  | |
| 3. | Please attach the organisational structure of the company indicating the positions of the expatriate posts. | |

**L. DECLARATION**

|  |  |  |  |
| --- | --- | --- | --- |
| I , |  | , the Managing Director of | |
|  | | |  |

|  |  |
| --- | --- |
| (i) | hereby declare that to the best of my knowledge, the particulars furnished in this application are true. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| (ii)\* | have engaged/is planning to engage the services of the following consultant for my application : | | | | |
|  |  | | | | |
|  |  | Company Name | : |  |  |
|  |  | Address | : |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | Contact Person | : |  |  |
|  |  | Designation | : |  |  |
|  |  | Telephone no. | : |  |  |
|  |  | Fax no. | : |  |  |
|  |  | E-mail | : |  |  |
|  |  |  |  |  |  |
|  |  | |  |  | |
|  | I take full responsibility for all information submitted by the consultant(s). | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | | | |
|  |  | | | |
|  |  | | | |
|  |  |  |  |  |
|  |  | Date |  | (Signature) |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | | (Company’s Stamp or Seal) |
|  | \*Please complete this section if the company has engaged/is planning to engage the services of consultant(s) to act on behalf of the company. Please provide information on a separate sheet of paper if space is insufficient | | | |